

RVC Board Policy 3:30.090 Family and Medical Leave

1. Family and Medical Leave Defined

In accordance with and subject to the Family and Medical Leave Act of 1993 (the "FMLA"), 29 U.S.C. § 2601 et seq., and the Public Community College Act ("PCCA"), 110 ILCS 805/3-29.1a, unpaid leaves of absence are available to eligible Rock Valley College employees for certain enumerated reasons. The College will grant an eligible employee up to a total of 12 work weeks during any rolling 12-month period to take unpaid, job-protected family and medical leave when the employee is unable to work because of the following reasons, as set forth and defined by the FMLA:

- a. The birth and first-year care of a child;
- b. The placement of a child with an employee in connection with the adoption or foster care of a child by an employee;
- c. To care for a child, parent or spouse who has a serious health condition;
- d. The employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of his or her position;
- e. The existence of a qualifying exigency caused by the military deployment of an employee's spouse, child, or parent to a foreign country.; or
- f. To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness.

An employee seeking unpaid family and medical leave must be eligible for such leave under the FMLA, the PCCA, or both. To be eligible for family and medical leave under this policy, an employee must:

- a. have been employed by Rock Valley College for at least a total of 12 months prior to the event giving rise to the need for leave;
- b. have been employed for at least 1,000 hours of service over the 12-month period immediately preceding the commencement of the leave; and
- c. be employed at a worksite where Rock Valley College employs at least 50 employees within a 75-mile radius of that worksite.

Family and medical leave is unpaid, and may be taken intermittently or continuously, depending on the specific circumstances. However, employees will be required to use accrued applicable vacation, personal, sick, or family leave simultaneously with unpaid leave under this policy. If and when all available paid time off is exhausted, the remainder of the family or medical leave shall be unpaid.

2. Requesting Family or Medical Leave

An employee requesting family or medical leave is required to:

Rock Valley College

- a. provide 30-day advance notice before the leave is to begin to his/her supervisor and the Vice President of Human Resources when the need for family or medical leave is foreseeable. If 30 days' notice is not practicable, or where the need for leave is not foreseeable, such as because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable. Employees must provide at least verbal notice sufficient to make the College aware of their need for family or medical leave, and the anticipated timing and duration of the leave. Failure to provide such notice may be grounds for delay in granting or for denying the leave;
- b. within fifteen calendar days after the College's request for family or medical certification is made, provide a medical certification from the employee or family member's health care provider supporting the need for a leave due to the employee's own serious health condition or that of an immediate family member. Failure to provide a satisfactory certification may result in a denial or postponement of the leave;
- c. provide periodic updates to the Vice President of Human Resources, Chief Human Resources Officer, or designee during the leave on the employee's status and intent to return to work, if requested by the College in accordance with the FMLA. The Human Resources Department may require clarification or authentication of medical certification that is incomplete or insufficient as needed in accordance with the FMLA.

Any leave taken pursuant to this policy will be administered by the Human Resources Department in accordance with the FMLA, the PCCA, and their implementing regulations. In addition, this Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Implementing Procedures: Rock Valley College may develop procedural guidelines to implement this policy consistent with the Family and Medical Leave Act.

Reference: Board Report 6575, 7886, 8377

Implemented: January 16, 2009

Revised: April 8, 2014; December 21, 2021; April 28, 2026